

CITY OF BURBANK

FACILITY ATTENDANT I

DEFINITION

Under supervision, to perform general recreation duties; routine clerical and basic facility maintenance work; and perform related work as required.

ESSENTIAL FUNCTIONS

Works directly with the public to provide information regarding programs and services; greets the public and answers telephones; responds to public inquiries; promotes City programs and services; distributes and collects a variety of recreation equipment to and from the public; assists with monitoring City facilities to enforce rules and regulations; completes standard forms; assists with processing activity registrations and monetary transactions through the use of computer software; maintains facility equipment, supplies, and cleanliness; collects refuse and litter; assists with facility set-up and breakdown.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – basic principles of customer service; modern office methods; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this position (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in – utilizing computers and a variety of computer software.
- Ability to - learn and understand facility rules, regulations, and maintenance operations; perform basic clerical functions; accurately account for monetary transactions; multitask while working at a public counter; learn and understand modern office methods, procedures, and equipment; provide a high level of customer service to the public and other facility staff; communicate effectively both orally and in writing; work week days, weekends, holidays, and evenings; understand and follow written and oral directions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education & Training: Completion of the eleventh grade in school.

Special Conditions & Requirements: Possess and maintain the physical condition required to perform the essential functions of the classification which include the physical ability to: move and position objects weighing up to 20 pounds (for weight in excess of 20 pounds, tools or other appropriate assistance are recommended to perform the function); remain in a stationary position for extended periods of time.

License & Certificates: A valid Cardiopulmonary Resuscitation (CPR), communicable diseases, and First Aid certificate(s) from an authorized provider is required within three months of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

A valid California Class “C” driver’s license or equivalent may be required at time of appointment.